



Infinite**Visions**

Budget Vision Draft

IVEE Accounting User's Guide

2006-2007

Revised: 03/20/2006

Windsor Management Group

480.777.7166 phone 1.888.654.3293 toll free 480.777.7164 fax www.infinitevisions.com



Copyright © 2002 – 2006 Windsor Management Group, LLC



and **InfiniteVisions®** are registered trademarks of Windsor Management Group, LLC.

This document applies to Release 2.5 of Windsor Management Group's Infinite Visions software. The data used to illustrate the reports and screens may include names of individuals, companies, brands, and products. All of these names are fictitious; any similarities to actual names are entirely coincidental. Further, any illustrations of report formats or screen images are examples only, and reflect how a typical customer would install and use the product.



Infinite**Visions**

Using the Budget Vision 2006-2007 Draft

Refer to the 2005-2006 Budget Vision User's Guide for clarification of specific procedures. Some of the steps, such as making backups, copying or creating files, or setting new paths, may require assistance from your network administrator.

This document describes the steps for preparing projections and proposed budgets using the Budget Vision 2006-2007 Draft version of the software for Infinite Visions Enterprise Edition Accounting users.

Enterprise Setup

1. From Infinite Vision Enterprise Edition Accounting, connect to FY0506.
2. In General Ledger, select Configuration, then select Budget Columns and add a new budget column named **Proposed FY0607**. Select Show Current Transactions and select the type of "status" wanted.
3. In General Ledger, select Configuration, then select General Ledger Default Settings. In the Proposed Column field, use the drop-down list to select the Proposed FY0607 budget column.
4. In General Ledger, select Budgeting, and then Budget Input. Select Proposed FY0607 as the editable column, and input the proposed budget in the Proposed FY0607 column. Refer to the IVEE Help text for additional assistance.



Set up a Projection/Proposed File

If you have not created a projection file:

1. Make a copy of the **GLAP0506.MDB** file and rename it **GLAP0607.MDB**.
2. Put the **GLAP0607.MDB** file in an **FY0607** directory/folder. If there isn't an FY0607 folder, create one wherever the FY0506 directory/folder is located.
3. Attach Budget Vision 2006-2007 draft version to the GLAP0607.MDB file.
4. You will be prompted to clear all actual worksheet information. Selecting YES will clear the actual worksheets.

Selecting NO will take you to the Budget Vision main menu. If you need to clear the actual worksheets at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

If you have created a projection file:

If you have already created a PROJ0607.MDB file and have been using the "Projection" feature setup in Global Information you do not need to create another file.

1. Rename the **PROJ0506.MDB** file to **GLAP0607.MDB**.
2. Put the **GLAP0607.MDB** file in an **FY0607** folder. If there isn't an FY0607 folder, create one wherever the FY0506 folder is.

Make a backup of the GLAP0607.MDB file before proceeding.

3. Attach the Budget Vision 2006-2007 draft version to GLAP0607.MDB.

You will be prompted to clear all actual worksheet information. Selecting YES will clear the actual worksheets.

Selecting NO will take you to the main menu. If you need to clear the actual worksheets at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

4. From the Budget Vision main menu, select Utilities.

You may be required to set Cell Numbers if the file was never attached to Budget Vision 2005-06. If so, click Set Cell Numbers and the system will automatically set those it recognizes as approved account codes.


If the system finds an account code it doesn't recognize, you will need to select the page the account code belongs on and double click the appropriate field. The system will

assign the code to that field. Or, click *I do not want this account code to appear on the Budget Forms*.

Once cells have been assigned, the system returns to the main menu.

5. From the Budget Vision main menu, select Utilities.
6. Copy Worksheet Projection Data and respond **Yes** to overwrite the Actual Worksheet data with the Projection Data.

Update Global Information

1. From the Budget Vision main menu, select Global Information.
2. The Type of Budget Figures to Display field will read Working.
3. The Type of Budget Worksheets/Factors to Display field will read Actual.
4. In the Description field, type something to identify what is being worked on (such as Projection FY0607 or Proposed FY0607).
5. Change the budget years to 2004-05, 2005-06, and 2006-07, respectively, maintaining the format.
6. The SQL Database field should remain FY0506 **until** the General Ledger is rolled over for the FY0607 fiscal year. If it isn't:
 - In the *current path* field, click the  button.
 - Click Machine Data Source tab.
 - Highlight the FY0506 file and click OK. If the FY0506 file isn't available for selection, contact your network technician and have them create it.
 - Select the Enterprise Edition option.
7. Verify the remaining information and change as necessary.

Rename the Budget Column

1. From the Budget Vision main menu, select Accounts Data Budgeting.
2. If a message appears for synchronization, respond YES.
3. Select the Column Heading option.
4. In the User Defined Name column, type **Proposed FY0607** for the **PP2Budget line**.
5. In the User Defined Name column, type **FY0506 Budget** for the **CurrentBal line**.



Update All Calculations

1. From the Budget Vision main menu, select Utilities.
2. Select Update All Calculations.

Update Support Levels and Worksheet Factors

1. From the Budget Vision main menu, select Support Levels. The Base Level has been increased by 2%. If you want a different Base Level, adjust it in the Enter Fixed Dollar adjustment box.
2. At the bottom of the Support Levels screen, select Factor Adjustments Page 1.
3. Click the Reset button to initially set the new factors and support levels. The Support Levels Per Route Mile have been increased by 2%. If you want different factors, click the NO button and enter the amount you want in the Amount Used column.

Change Budget Worksheets as Needed

Input new Budget worksheet data as needed. When ADE has the worksheet information available on their web site, download the file and follow the procedures for importing the worksheet counts in the Budget Vision User's Guide. Review figures and update/change as necessary.

This is as far as you can go with the DRAFT version of Budget Vision. Additional instructions will be available when the final version of Budget Vision is released.